Oinsa asesu ba E-Request (CD)

How to Login to E-Request (CD)

BY: Unidade Sistema Informasaun

Módulu E-request
Module of E-Request

1. Login ba E-service/Login to E-Service
2. Halo Requesta/Make a request
3. Tipu E-request/Type of E-sequest

Note Importante

Important Note

- Tenki iha E-Service Account ho Password Rasik (e-mail/Password)

  Have an E-service Account Created (email/Password)

- Visita/ Kontaktu portal Autoridade Tributária iha ATTL.GOV.TL

Visit/Contact Tax Authority Website on ATTL.GOV.TL

Iha E-Service Account ?

Have E-service Account ?

- ***Kontinua Etapa sira tuir mai***
- ***Continue with following steps***

Login ba E-service
Login to E-Service

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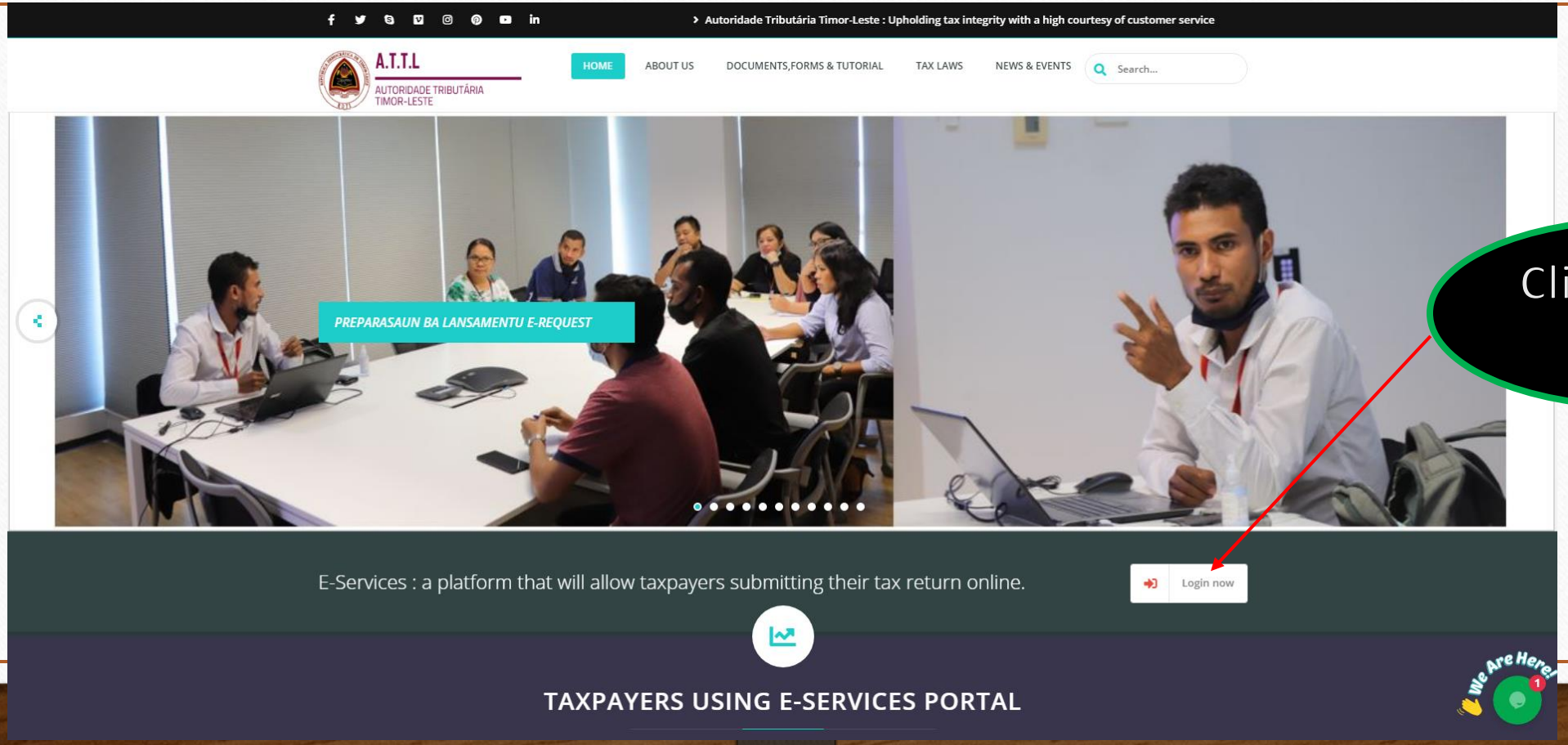
Step 1 : Login ba E-Service Account

Step 1 : Login to E-service Account



Click Login Now

Step 2 : Insera E-service Account (Email no Pasword)

Step 2 : Login to E-service Account (Email and Password)

Step 3 : Click Login

Step 3 : Click Login

Halo Requesta/Make a request

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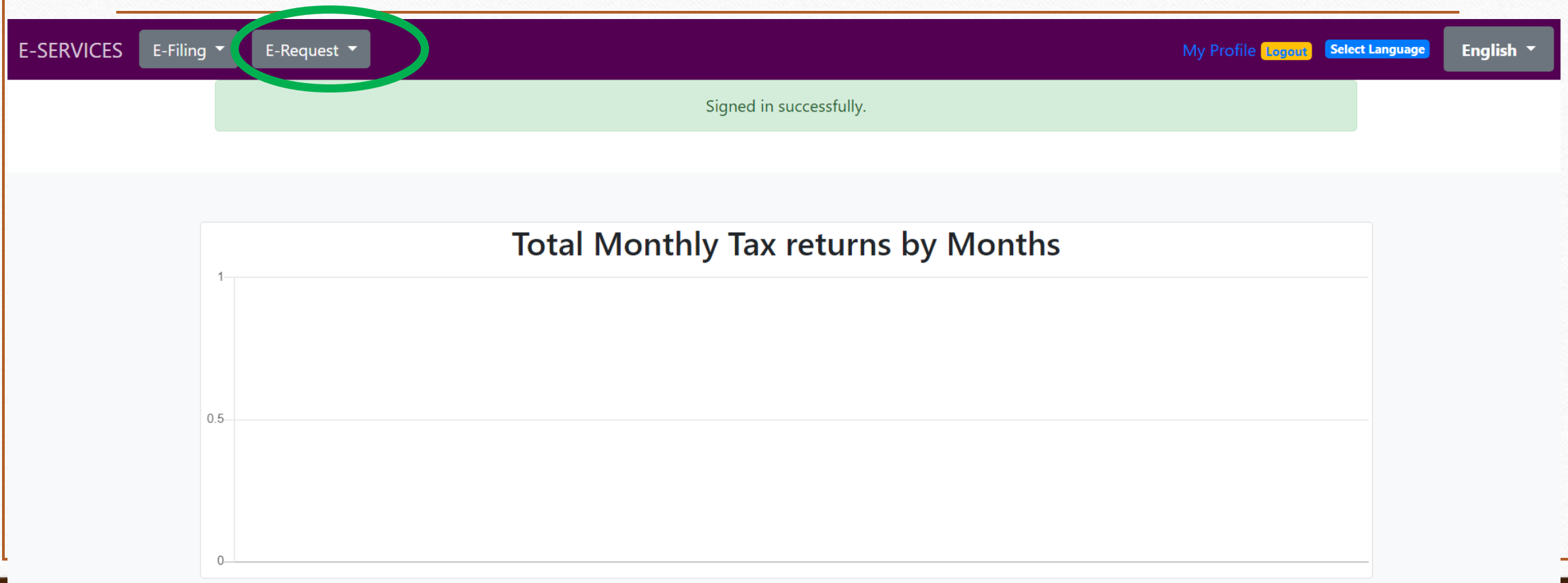
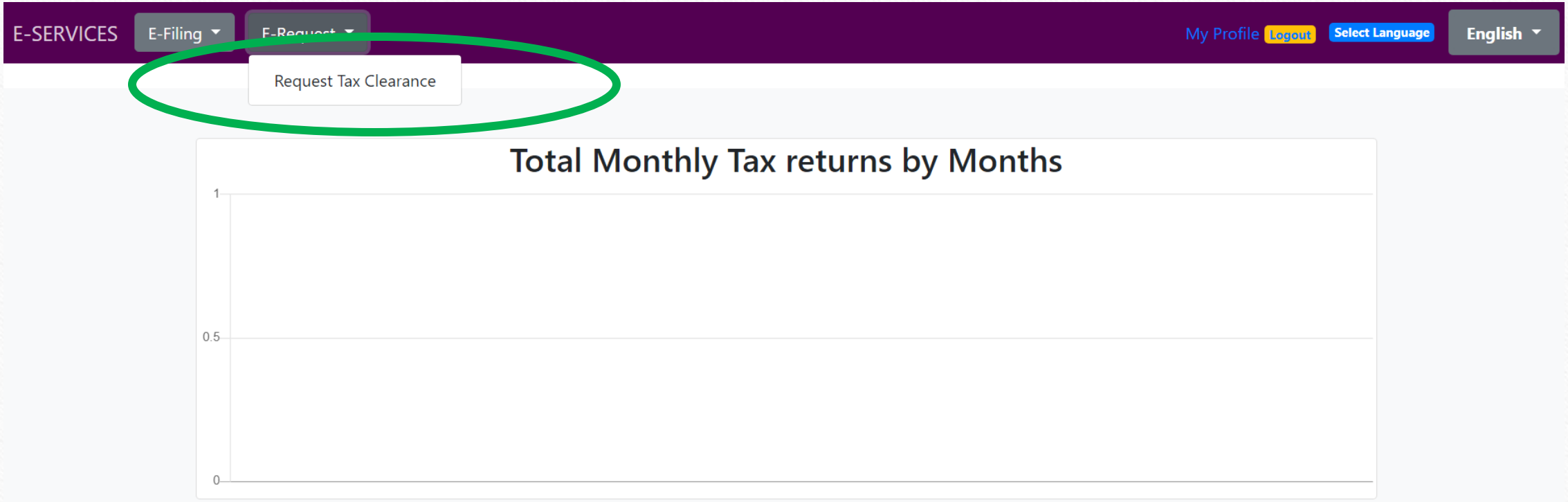
Step 4 : Click E-Request

Step 4 : Click E-Request



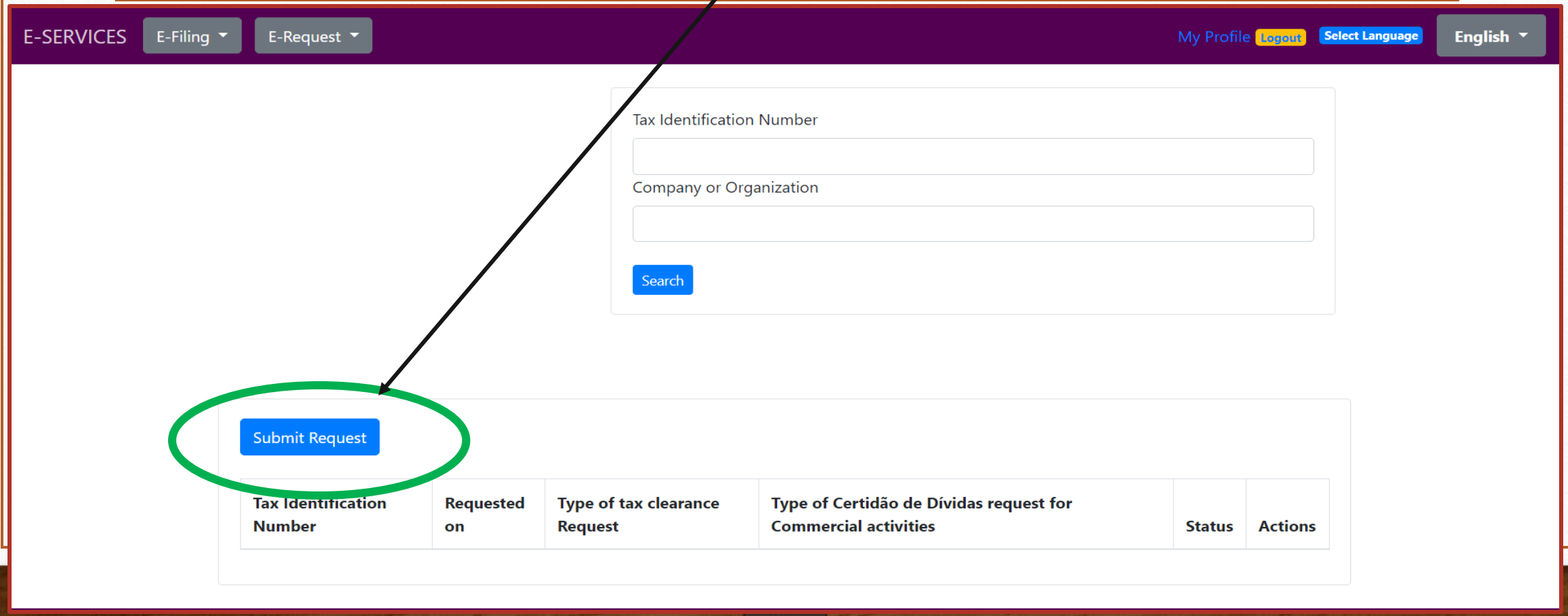
Step 4a : Click E-Request Pois Hili "Request Tax Clearance"

Step 4a : Click E-Request then Choose "Request Tax Clearance"



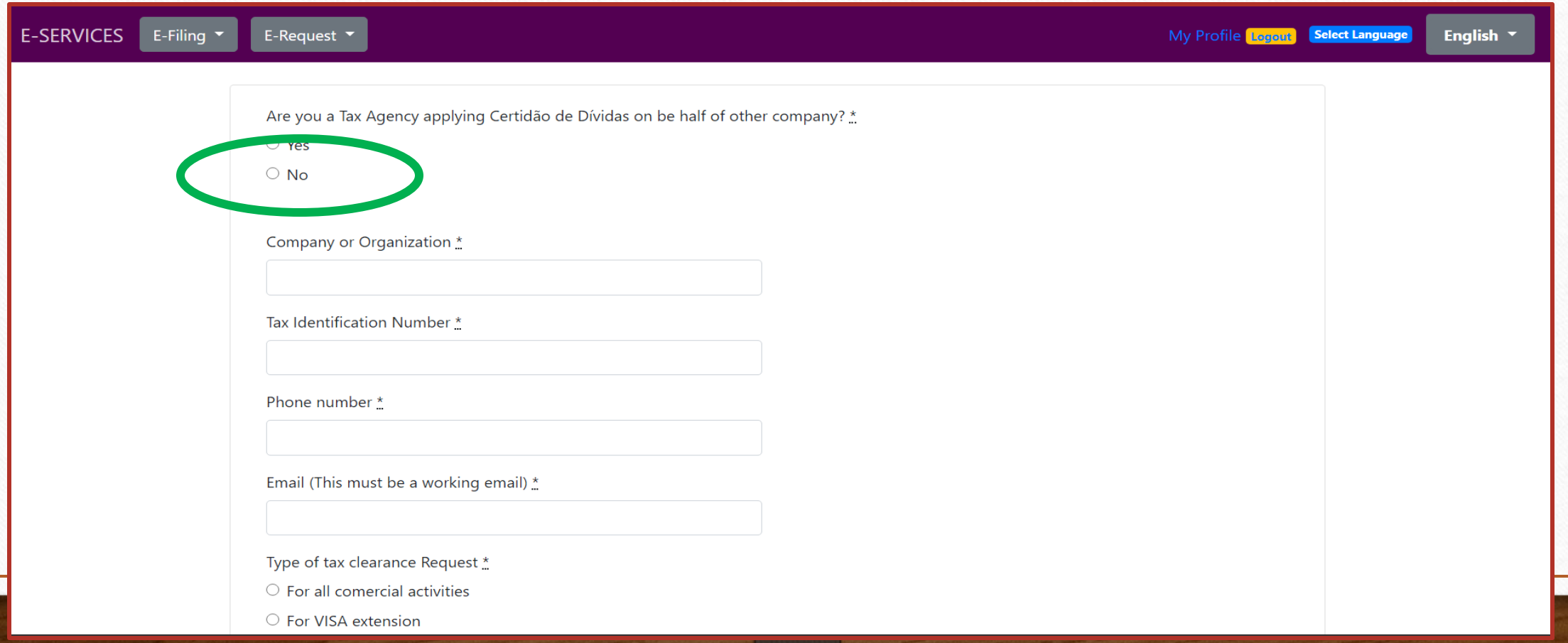
Step 5 : Click iha Submete pedidu

Step 5 : Click Submit Request



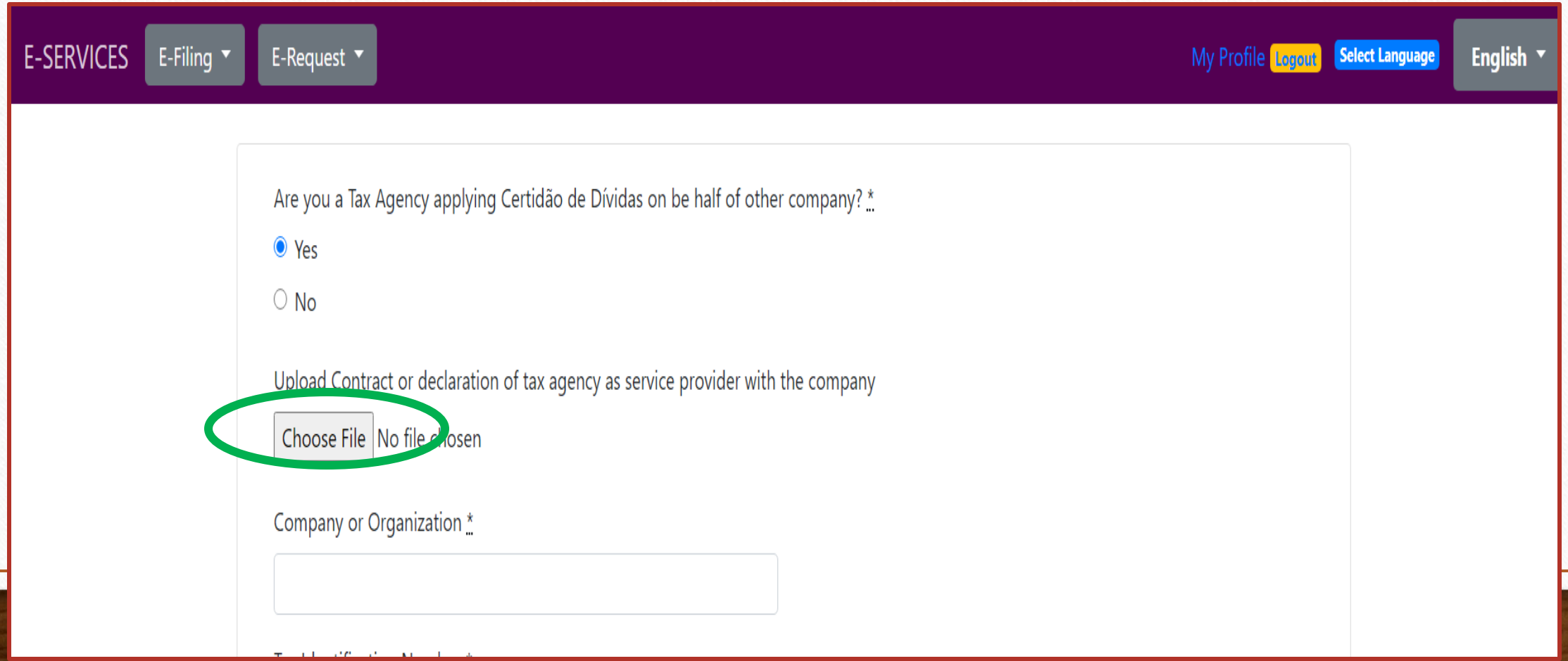
Step 6a : Click iha “Yes” se-kuando ita-boot sira submete nu’udar agencia, no Clik “No” sekarik ita-boot hanesan nain ba kompaña

Step 6a : click Yes if you are a Tax Agency applying Certidão de Dívidas on be half of other company or click “No” if you are owner of the company



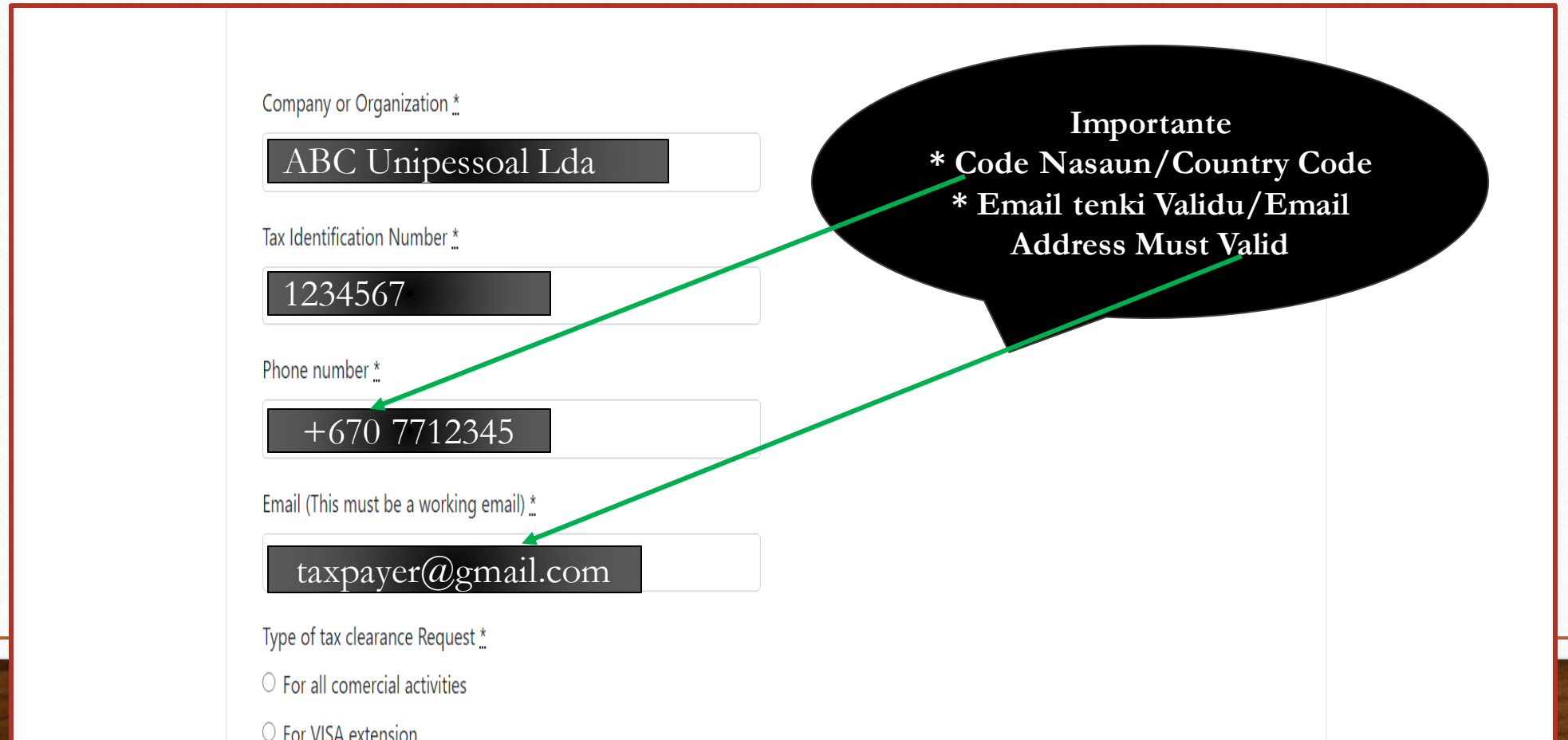
Step 6b: Click iha "Yes" se-kuando ita-boot sira submete nu'udar agencia no Click choose File atu Insere Kontratu/Deklarasaun hanesan ajénsia prestador servisu ba Kompañia.

Step 6b: click Yes if you are a Tax Agency applying Certidão de Dívidas on be half of other company and click choose File to Upload Contract or declaration of tax agency as service provider with the company



Step 6c : Insera Dadus ho kuidadu

Step 6c : Fill the form carefully



Tipu pedidu ba Certidão de Dívidas

Type of tax clearance Request

BY: Unidade Sistema Informasaun

Tipu pedidu ba Certidão de Dívidas

Type of tax clearance Request

I. Ba atividade Komersial hotu

For all comercial activities

II. Ba estensaun VISA

For VISA extension

I. Ba atividade Komersial hotu
I. For all comercial activities

Tuir Etapa Tuirmai

Follow the steps below

I. Ba atividade Komersial hotu
I. For all comercial activities

- **Type of Certidão de Dívidas request for Commercial activities**
  1. **Ba Certidão de Dívidas foun**

     For new Certidão de Dívidas

  2. **Ba renovasaun Certidão de Dívidas**

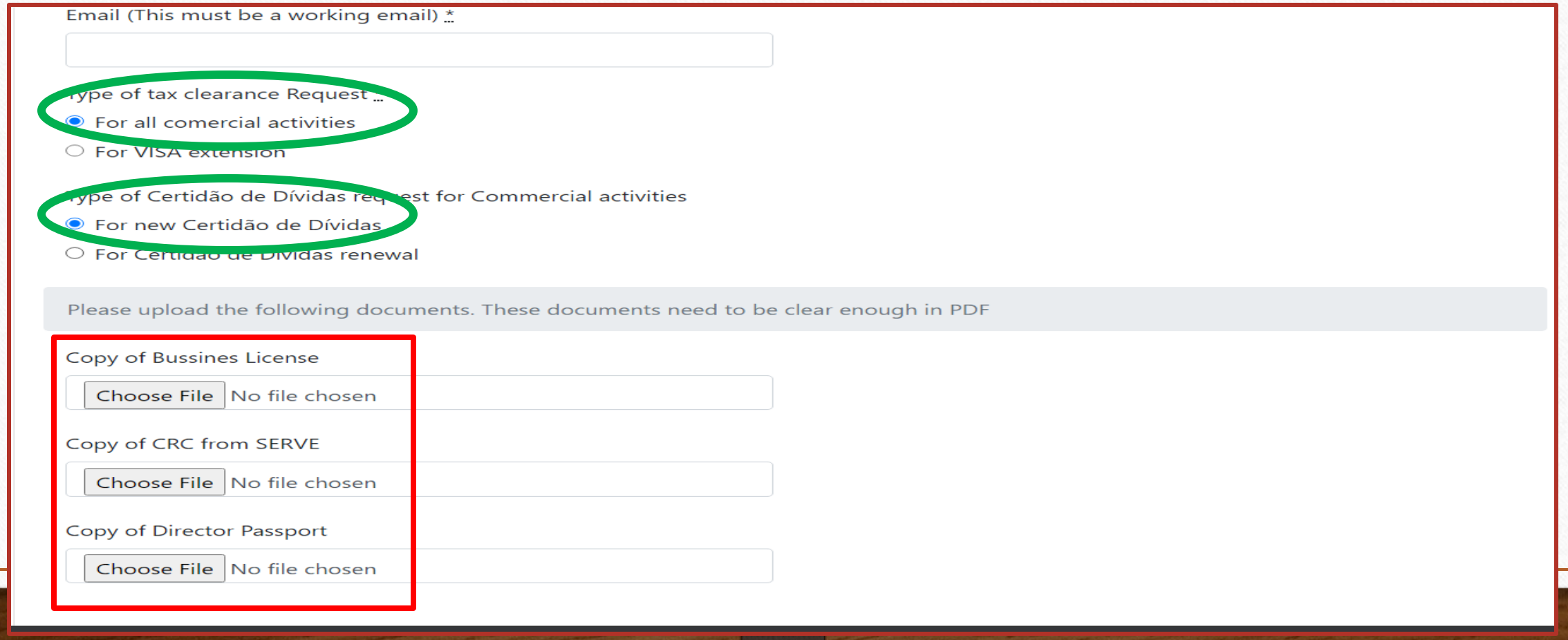
     For Certidão de Dívidas Renewal

Tuir Etapa Tuir Mai

Follow the steps below

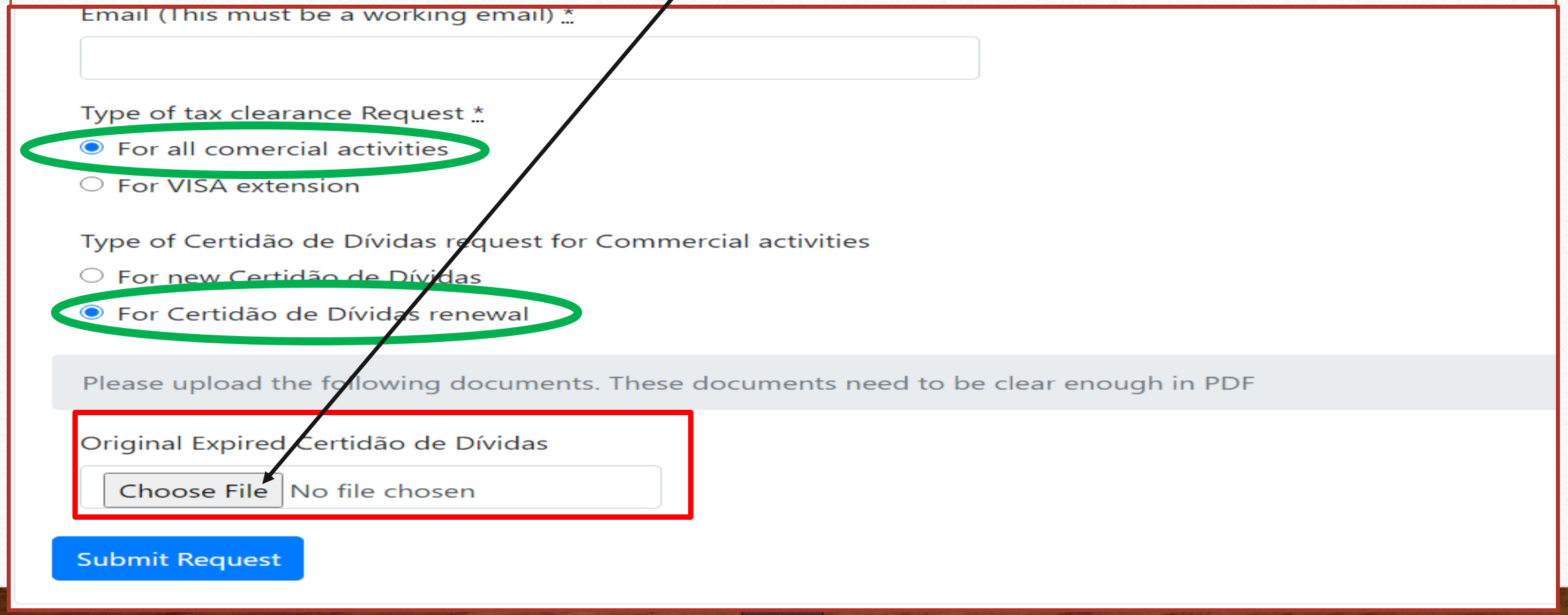
Step 6d.1 : Click Tipu pedidu ba Certidão de Dívidas, click Ba atividade Komersial hotu (CD ba Kompanhia), click Ba Certidão de Dívidas foun, se karik foin request permera ves no choose file atu bele upload documentus sira tuir mai.

Step 6d.1 : Click for all commercial activities and click for new Certidão de Dívidas , upload the following documents.



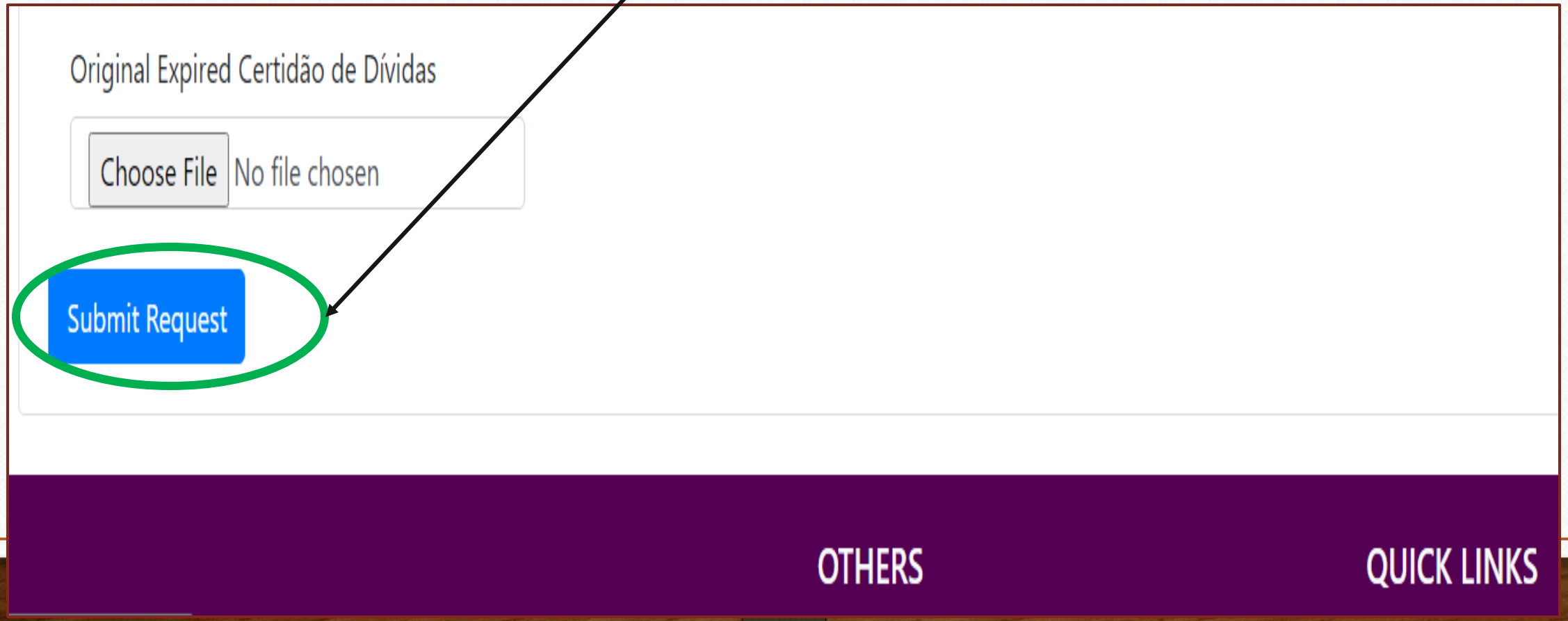
Step 6d.2 : Click Tipu pedidu ba Certidão de Dívidas, click Ba atividade Komersial hotu (Dívidas ba Kompanhia), click Ba renovasaun Certidão de Dívidas, choose file atu bele upload Certidão de Dívidas Original Ne'ebe kaduka ona.

Step 6d.2: Click for all commercial activities and click for Certidão de Dívidas renewal, upload the original Expired of Certidão de Dívidas



Step 6e : Click Submit Request

Step 6e: Click Submit Request



II. Ba estensaun VISA

II. For VISA extension

Tuir Etapa Tuirmai

Follow the steps below

7.Click Ba Estensaun VISA no ensera dokumentus hirak tuir mai

7.Click For VISA extension than Upload following document

Type of tax clearance Request *

- For all comercial activities
- For VISA extension

Please upload the following documents. These documents need to be clear enough in PDF

Copy of Individual Passport

Choose File No file chosen

Copy of Individual TIN

Choose File No file chosen

Copy of Bussines License

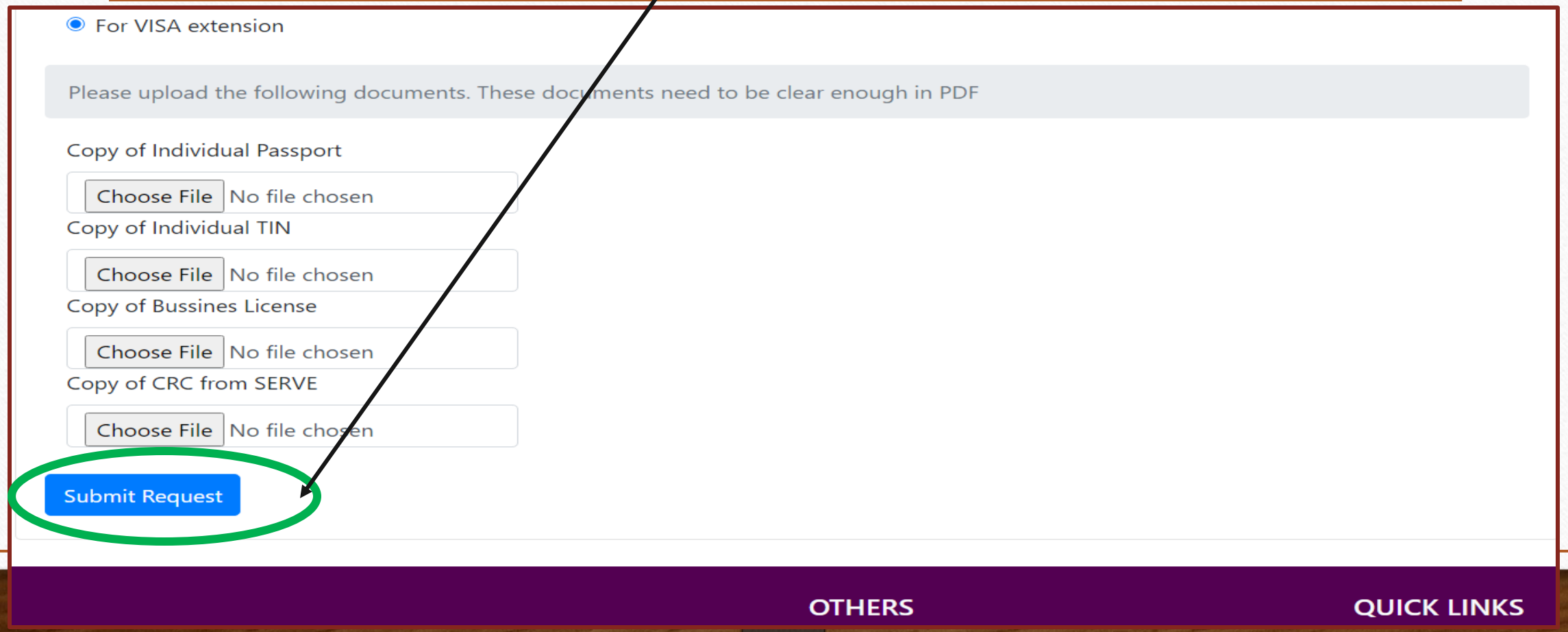
Choose File No file chosen

Copy of CRC from SERVE

Choose File No file chosen

Step 6e : Click Submit Request

Step 6e: Click Submit Request



Step 7 : Nota Important

Step 7 : Note

- Ita-boot Completa ona request ba Certidão de Dívidas no Ita Boot sei hetan mensagen notifikasaun ida husi Autoridade Tributária liu husi ita-boot nia telemovel ou Email bainhira Certidão de Dívidas Aprovado Ou Rejeita (Parabens)
- ***You have completed your request for Certidão de Dívidas, You will receive a notification message from Tax Authority on your mobile phone or Email when the Certidão de Dívidas is Approved or Rejected (Congratulation)***

Oinsa Hare'e Progressu E-request?

Hare'e Etapa Tuirmai

Follow the steps below

Step 8 : Nota

Step 8 : Note

- Favor login fila fali ba ita-boot sira-nia E-Services account atu hatene prosesu tuir mai:

  *Print Certidão de Dívidas (Aprovado)

  *Hare problema(Rejeita)

- **Please login to Your E-Services account to See the Process:**

  ***Print the *Certidão de Dívidas* (Approved)**

  ***See the problem(Rejected)**

Step 8 : Nota

Step 8 : Note

- Favor login fila fali ba ita-boot sira-nia E-Services account atu hatene prosesu tuir mai:

  *Print Certidão de Dívidas (Aprovado)

  *Hare problema(Rejeita)

- **Please login to Your E-Services account to See the Process:**

  ***Print the *Certidão de Dívidas* (Approved)**

  ***See the problem(Rejected)**

Iha Duvidas seluk?
Others enquire?

Karik iha dúvidas ruma kona-bá Madatalan ida-ne'e, bele kontaktu diretamente mai Autoridade-Tributária liuhusi chat-box iha Portal www.attl.gov.tl ou bele liga númerus hirak tuirmai: (+670) 78499862, (+670)74002293, (+670)74002291 , (+670)74002071, (+670) 7400207.

Should you have any queries or doubts on this Guideline, please do not hesitate to directly contact us through the Chat-box on our portal at www.attl.gov.tl and/or dial into the following office numbers: (+670) 78499862, (+670)74002293, (+670)74002291 , (+670)74002071, (+670) 7400207.

Parabens, Ita-bo'ot Kompleta ona Request

Certidão de Dívidas

Congratulation, you have completed your Request for Certidão de Dívidas

Obrigadu
Thank You